



# **Step by Step Instructions Microsoft Word, PowerPoint and Email Signature Deployment**

## **Microsoft Word and PowerPoint**

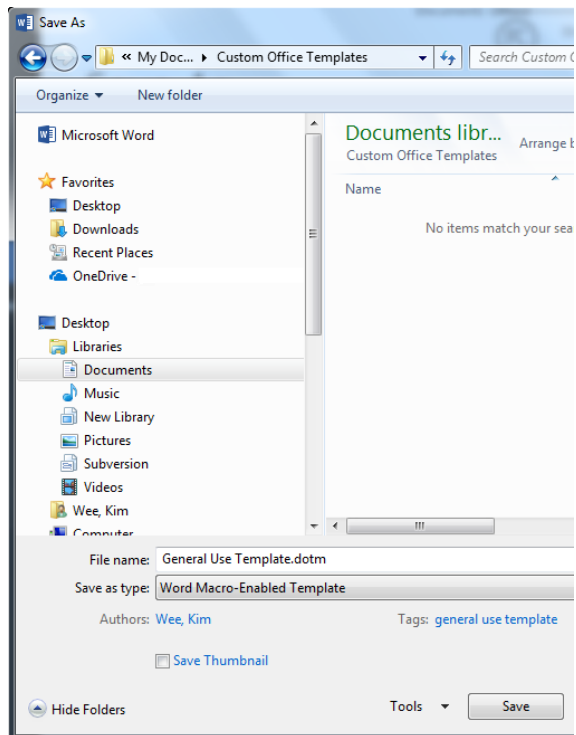
### **Step 1 – Create Templates**

First thing you want to do is create your Microsoft Word and PowerPoint templates. After creating your template, don't forget to test the accessibility of the heading style colors, tables, alt text, and any other elements you added.

### **Step 2 – Save Templates**

- Word Macro-Enabled template .dotm
- PowerPoint Macro-Enabled template .pptm

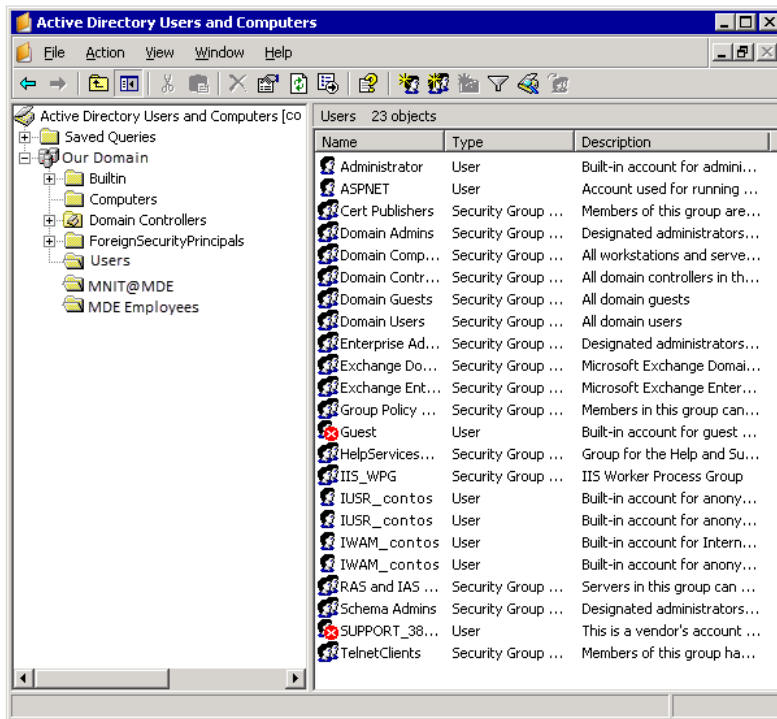
*Figure Step 2*



## Step 3 – Create Organizational Unit

Using Active Directory (AD) Users and Computers Management Tool, create the Organizational Unit(s) (OU).

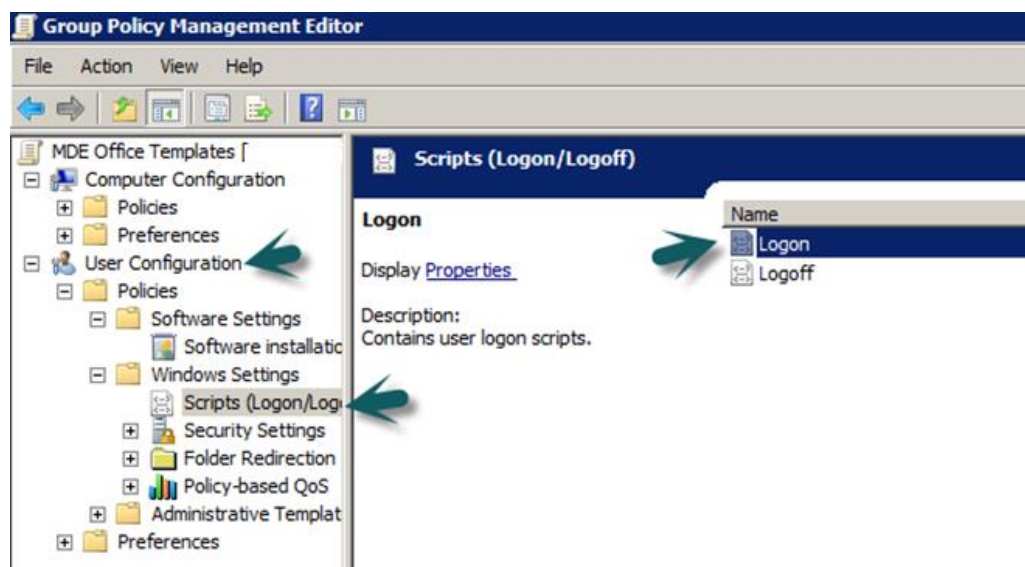
Figure Step 3



## Step 4 – Create Group Policy Object

Create a “User Configuration” Group Policy Object (GPO) to deploy template to all users via a batch file to run under (Logon/Logoff), using the Active Directory Group Policy Management Editor.

Figure Step 4



## Step 5 - Create script

Create a group policy logon script that copies the templates into the users' template folder. Save the file as a batch file and then under Windows settings, in the Group Policy Management Editor, add the batch file to the Group Policy Object.

### *Sample basic copy script Step 5*

```
xcopy normal.dotm "%userprofile%\AppData\Roaming\Microsoft\Templates\" /Y  
  
xcopy MDEPPT.ppt "%userprofile%\AppData\Roaming\Microsoft\Templates\" /Y  
  
:exit
```

## Step 6 – Link

Link the Group Policy Object to the Organization Unit(s). Now, the next time the user logs on to their computer, the default Microsoft templates are replaced with the rebranded, updated templates.

## Email Signature

### Step 1 – Create Signature Block

Create the signature block (.htm file) and save to the location on the Network where all users have read rights.

### Step 2 – Create Organizational Unit

Using Active Directory (AD) Users and Computers management tool, create the Organizational Unit(s) (OU), or use an existing one.

### Step 3 – Create Group Policy Object

Using Active Directory Group Policy Management Editor, create a new Group Policy Object (GPO) to deploy the signature block to all users via a batch file to run under (Logon/Logoff).

### Step 4 – Create Script

Create a group policy logon script that copies the signature file to the Outlook location. In the Group Policy Management Editor, add the batch file to the Group Policy Object.

### *Sample basic copy script Step 4*

```
xcopy "%userprofile%\AppData\Roaming\Microsoft\Signatures\Minnesota Branded Signature_files\" /Y  
  
:exit
```

## Step 5 – Link

Link the Group Policy Object to the Organization Unit(s)

## Alternate Method:

If you are not comfortable creating a script, you can use the Group Policy Management Editor to create Group Policy Preferences to push out the templates/email signature.

To do so, just replace the “create script” items above with the following (let’s use the email signature for our example):

- Under User Configuration expand Preferences > Windows Settings
- Right click on Folders > New> Folder
- Once the New Folder Item appears on the screen, add the path into the path box, for example:  
“%userprofile%\AppData\Roaming\Microsoft\Signatures\Branded Signature\_files ”
- Select Ok to close the dialog box
- Right Click on the created Folder Item and Choose Rename
- Rename it to Branded Signature\_files
- Next Right Click on Files Item
- Select New > File
- In the new File item Source file(s) field add the network location of the Signature Template main directory, for example: “\\”network share”\Branded Signature Template\\*.\* “
- Next add the path into the Destination Folder
- Select Ok to close the File Item